

**CRIMINAL JUSTICE SERVICES BOARD  
COMMITTEE ON TRAINING**

**MINUTES**  
*September 16, 2010*

A meeting of the Criminal Justice Services Board Committee on Training (COT) convened at 9:00 a.m. on Thursday, September 16, 2010, in House Room D of the General Assembly Building, in Richmond, Virginia.

***Members Present:***

Ms. Kathy Brame (*Proxy for Gene Johnson, Director, Department of Corrections*)  
Chief Jeffrey Brown  
Mr. Robert L. Bushnell  
Mr. Ted Byrd  
Mr. Charles Ciccotti  
Chief Richard Clark  
Sheriff Charles Jett  
Mr. Edward M. Macon (*Proxy for The Honorable Karl R. Hade, Executive Secretary, Supreme Court of Virginia*)  
Colonel David Rohrer  
Mr. Bobby Russell  
Sheriff Charles W. Phelps, Chair  
Captain Lenmuel S. Terry (*Proxy for Colonel Steve Flaherty, Superintendent, Virginia State Police*)  
Mr. Sherman C. Vaughn

***Members Not Present:***

Sergeant Charles J. Condon

***DCJS Staff Present:***

Leon Baker  
Debra Gardner  
Sharon Gray  
Judith Kirkendall  
Paul Ludwig  
Lisa McGee

Donna Michaelis  
Thomas E. Nowlin  
Gayle Turner  
Garth Wheeler  
Beth White

***Others Present:***

Marty Alford, *New River Criminal Justice Academy*  
Donna Bollander, *Richmond Police Academy*  
Tom Cleator, *Virginia State Crime Commission*  
Jon Cliborne, *Crater Criminal Justice Training Academy*  
Joel Conti, *Virginia Beach Sheriff's Office*  
Robert G. Dillard, *Henrico Police Department*  
Richard Eggleston, *Chesterfield Sheriff's Academy*  
Vince Ferrara, *Hampton Roads Criminal Justice Training Academy*  
George Haudricourt, *A.D.T.*  
Joe Hill, *Fairfax County Public Safety Academy*  
Donald Hunter, *Crater Criminal Justice Training Academy*  
Jan Judy, *Prince William County Criminal Justice Academy*  
Larry Kiefer, *Virginia Beach Sheriff's Office*  
Gary Ladin, *Richmond Police Academy*  
Cindy McAlister, *Fairfax County Public Safety Academy*  
Bill O'Toole, *Northern Virginia Criminal Justice Academy*  
Shane Roberts, *Portsmouth Sheriff's Office*  
Dave Vice, *Rappahannock Regional Criminal Justice Academy*

***Call To Order:***

Sheriff Phelps called the meeting to order at 9:02 a.m. He advised that the Governor had appointed new members to the Criminal Justice Services Board (CJSB), and some of the members would also be serving on the Committee on Training (COT). He recognized the following new members of the Committee on Training:

- **Chief Jeffrey Brown**, Christopher Newport University Police Department, *representing the Virginia Crime Prevention Association;*
- **The Honorable Ted Byrd**, Harrisonburg City Council, *representing the Virginia Municipal League;*
- **Mr. Charles Ciccioiti**, President/CEO of Ciccioiti Enterprises, Inc., *representing the Private Security Services Advisory Board;*

- **Chief Richard Clark**, Galax Police Department, *representing the Virginia Association of Chiefs of Police*;
- **The Honorable Charles Jett**, Sheriff, Stafford County, *representing the Virginia Sheriff's Association*;
- **Colonel David Rohrer**, Chief, Fairfax County Police Department, *representing the Virginia Association of Chiefs of Police and serving the remainder of the unexpired term of Chief Jacocks*; and
- **Mr. Bobby Russell**, Superintendent, Western Virginia Regional Jail, *representing the Virginia Association of Regional Jails*.

The roll was called with eleven (11) members present, which indicated a quorum. (*Mr. Bushnell arrived at 9:11 a.m., and Captain Terry arrived at 9:28 a.m.*) Chairman Phelps noted that the minutes of the last meeting had been mailed to the members and asked if there were any other questions or comments regarding them. Hearing none, he asked for a motion to approve the minutes. Mr. Vaughan made a motion to approve the minutes, Ms. Brame seconded, and the minutes were approved unanimously.

### ***Old Business:***

### **Campus and School Security Training**

Chairman Phelps introduced Ms. Donna Michaelis, DCJS Office of Planning, Training and Research, to present on the current trainings and collaborative partnerships of the Virginia Center for School Safety (VCSS) and the Office of Campus Policing and Security for K-12 Public School Systems and Institutions of Higher Education (OCPS) and to provide an update on the status of Campus Security Officer regulatory action.

Ms. Michaelis distributed handouts (***copies available upon request***) and provided a brief history of the VCSS that was created in 2000, shortly after the incident at Columbine High School. She advised that the VCSS was responsible for the following:

1. Providing training for Virginia public school personnel in school safety and the effective identification of students who may be at risk for violent behavior;
2. Serving as a resource and referral center for Virginia schools by conducting research, sponsoring workshops, and providing information regarding current school safety concerns;
3. Maintaining and disseminating information to local school divisions on effective school safety initiatives in Virginia and across the nation;
4. Collecting, analyzing, and disseminating various Virginia school safety data, including school safety audit information submitted to it pursuant to § [22.1-279.8](#) (2004);
5. Encouraging the development of partnerships between the public and private sectors to promote school safety;
6. Providing technical assistance to Virginia school divisions in the development and implementation of school safety initiatives; and
7. Providing training for and certification of school security officers, as defined in § [9.1-101](#) (2003).

Ms. Michaelis advised that the VSCC had held a series of seven (7) Advanced Threat Assessment Team trainings in 2010 with approximately seven hundred (700) participants. The annual Virginia School and Campus Safety Forum was conducted in Norfolk in July 2010, with six hundred fifty (650) participants, which included certification trainings for Campus Security Officer Certification Training, Applied Suicide Intervention Skills Training (ASIST), School Security Officer Training, and Drug Awareness Resistance Education (D.A.R.E.) Instructor Training.

Ms. Michaelis mentioned future plans included the School and Campus Safety Training Forum to be held in July 2011. VSCC also planned to conduct a National Forum on Campus Sexual Assault scheduled for March 2011. The forum would be conducted in partnership with the University of Virginia, Virginia Tech, George Mason University, and the International Association of College Law Enforcement Administrators (IACLEA).

Mr. Bushnell noted that he was impressed with the VCSS and asked if the Campus Security Officer (CSO) training was currently developed in a traditional classroom and taught at the academies. Ms. Michaelis responded that the first class was one of the Train-the-Trainer-type, wherein individuals were trained to instruct others. She indicated that since then, the University of Virginia had completed training of all of its School Resource Officers (SRO) in four (4) sessions. She added that the VCSS had hosted about eight (8) trainings on the state level for entities who could not conduct their own training. Thus, they were hosting in partnership with agencies who wanted the Department to publicize the trainings, which would also increase the number of registrants for those events.

Mr. Bushnell asked if this was a departure of the traditional training of law enforcement officers that was done through training academies and if the Department planned to conduct training for law enforcement officers onsite for specific agencies other than campus security. Mr. Baker responded that Ms. Michaelis was referring to the training of security officers. Ms. Michaelis added that their training was “mimicking” the training offered to law enforcement officers. However, it was specifically for CSO’s. She noted that the regulations for governing this had been submitted as emergency regulations, and the VCSS was assisting with setting up the trainings and offering them statewide.

Mr. Bushnell asked if there was a difference in campus security officers and campus police officers. Ms. Michaelis responded that there was a difference. She indicated that certified campus police officers were not required to take the type of training provided by the VCSS. She noted, however, that there were times when it was unclear which individuals were police officers or security officers. Colonel Rohrer thanked the VCSS for the information they share and indicated that he was looking forward to the trainings on campus sexual assault.

### **New Training for Sheriffs and Regional Jails**

Hearing no other comments, Chairman Phelps advised that Sharon Gray, DCJS, Jails Training Manager, would apprise the Committee of trainings conducted by the Jails Training staff, as well as future trainings to include entry-level schools and specialty schools for Jails, Court Security and Civil Process. Ms. Gray advised that due to recent budget constraints and not being able to fill positions of retired individuals, she and only three (3) trainers remained in Jails Training. She

distributed handouts (***copies available upon request***) and indicated that staff performed research, curriculum development, and provided classroom training and skills training. She noted that although they were called “jails trainers,” they also provided court security and civil process training.

Ms. Gray gave a brief overview of the training they delivered, including entry-level training for deputy sheriffs and jail officers at nine (9) regional academies and two (2) independent academies. During 2009-2010, they conducted the following:

- Twenty-five (25) entry-level jail schools with a total of four hundred and ninety-eight (498) students,
- Eleven (11) entry-level court security/civil process (or combined) schools for a total of one hundred sixty-eight (168) students, and
- Two (2) instructor development/instructor recertification schools, including a total of twenty-one (21) students.

Ms. Gray advised that jails staff had conducted over two thousand eight hundred and thirty-eight (2838) hours of training during that time period with an overall evaluation of 4.8 out of 5. She also indicated that staff functions as a help desk for people out in the field. She acknowledged that although they were not legal advisors, they did provide information on what the *Code of Virginia* stated.

Mr. Bushnell related how he encountered federal officers a few years ago when he went to work as Commonwealth’s Attorney for Henry County. He noted that a grand jury was asked to look at the Henry County jails. He indicated that they uncovered some disturbing transactions that should not have occurred in that environment. Thus, he learned that a jail could be a source of carelessness that happened with corruption that seeped into the department and was perpetuated by officers on the road. Mr. Bushnell noted that he took jails and jails training seriously and believed that the training of jail officers should be a top priority, and the services should not be considered as an option to cut and save money. He added that a jail was the place where the officers occupied the same world as the criminals, and if the jail officer chose to “look the other way,” many inappropriate actions could occur, including the supplying and distribution of drugs within the facility. He indicated that he hoped the Department would continue to support jails training. Mr. Russell noted that he was superintendent of the Western Virginia Regional Jail and wanted to echo Mr. Bushnell’s sentiments regarding the importance of jails training.

#### ***New Business:***

#### ***Jails /Court Security/Civil Process Curriculum Review Suggestions for New Members***

Chairman Phelps asked Ms. Kirkendall to present the nominees for the Jails/Court Security/Civil Process Curriculum Review Committee (CRC). Recognizing that there were new members on the COT, Ms. Kirkendall gave a brief overview of the CRC. She indicated that a job task analysis (JTA) was performed on each of the positions under the purview of the Department (law enforcement, dispatcher, jails/court security/civil process service officers). After each JTA was completed, the curricula were revised. Each of those groups had a standing CRC established and their main responsibility was to review any suggestions for change that were presented to the

CRC on an annual basis. Membership for the CRC was established on a three-year rotating term. Therefore, some members were rotating off as others were coming on board.

Ms. Kirkendall presented the following nominees for the Jails/Court Security/Civil Process CRC:

- Sergeant David Lester, Rockingham County Sheriff's Office,
- The Honorable Tony Lippa, Sheriff, Caroline County, and
- Captain Shane Roberts, Portsmouth Sheriff's Training Academy.

Sheriff Phelps asked if there were any questions or comments. Captain Terry made a motion to accept the nominations. Mr. Vaughan seconded, and the nominees for the Jails/Court Security/Civil Process Curriculum Review Committee were approved unanimously.

### **Law Enforcement Training Records System Steering Committee Update.**

Chairman Phelps advised that one of the Department's concerns was to ensure that there was an adequate training records system in place to manage the increasing volume of training records of personnel in positions under its purview. He noted that the Director had organized a committee to evaluate those needs and assess systems available to them. He introduced Leon Baker, Division Director, Office of Regulatory Affairs, to provide an update on the Law Enforcement Training Records System Steering Committee.

Mr. Baker mentioned that a few days prior to Garth Wheeler's appointment as Director of the Department of Criminal Justice Services, Mr. Wheeler attended a meeting of the Virginia Association of Directors of Criminal Justice Training (VADCJT). At that meeting there were questions about the training records system (T-REX). Acknowledging the urgency of those concerns, Director Wheeler informed those present that improving the training records system would be one of the Department's top priorities.

Mr. Baker mentioned that the two programs used by the Department and its constituents to regulate the training of personnel under its purview were T-REX and ACE. *[NOTE: The Training Records Exchange (T-REX) was a separate system from ACE, whereas, all criminal justice agencies and academies could log on and communicate directly with DCJS to verify agency data and update personnel information in real time. The ACE system was used by the Department and the academies to track member criminal justice agencies' legal, career development, and cultural diversity hours of training, plan and define classes, and submit memos of transmittals to be sent electronically to DCJS. ACETRAK was the portion of the ACE system that provided a class management system that allowed the user to set up classes and determine the number of individuals who could attend, with various slots for the attendees. ACESCORE was the portion of ACE that tracked testing and performance outcomes.]* Mr. Baker indicated that T-REX and ACE did not "speak" to each other. Therefore, entries in ACE (Form 41's) had to be manually uploaded to T-REX. Mr. Baker noted that that sometimes caused double entries of information, which would also have to be removed manually.

Mr. Baker advised that the Steering Committee was looking to develop a training management system that had the capability of performing the combined functions of ACE and T-REX. He

mentioned that there were twenty-four (24) individuals on the Steering Committee, including some who were members of the COT. This committee had met twice with both of the meetings hosted by the Crater Criminal Justice Academy. He noted that the first meeting was to identify the issues users were experiencing with both systems. He indicated that the committee had also discussed the requirements of a new system that would meet the needs of the training academies, sheriff's offices, police departments, state agencies, and the Department. Mr. Baker also mentioned that another aspect of the new system would be to allow individual officers to access their own training records to view their status in compliance with training. He noted that the last meeting of the committee resulted in a list of seventy-five (75) requirements that would be expected of the new system.

Mr. Baker indicated that at the next meeting the committee would provide details about the system that they could present to vendors to develop a specific system for training records. He mentioned that they had received a presentation regarding the Learning Management System (LMS) used by state agencies to track the in-service and continuing education training of state employees. The representative presenting the LMS indicated that LMS could be adopted to meet the Department's needs. Mr. Baker noted that they also met with the Department of Fire Programs (DFP) and conferred with them about a training system DFP developed from scratch. DFP had offered to use the basics of its system so the Department could develop one that would meet the requirements of the new training records system. Mr. Baker advised that the Department would like to have a system developed by early 2011 and make a presentation to the Committee on Training.

Chief Brown mentioned that he was pleased to hear that the training records system was being worked on as there had been significant problems between the Department and the academies. He asked about the financial support the Department might need in order to create the new system. Mr. Baker responded that the Department intended to seek grant funding to cover the costs of the new system. He added that with the need for a Help Desk to offer technical assistance to users, additional staff might need to be hired. Mr. Baker mentioned that they also wanted the new system to include the certification of school resource officers, crime prevention specialists, and other positions being certified by the Department. Captain Terry commended the Department for wanting to develop a system that would combine the functions of ACE and T-REX, which was one of the suggestions Virginia State Police had made previously.

Sheriff Jett asked if the seventy-five (75) requirements were sufficient enough to have grasped the needs of all of the constituents across the state. Mr. Baker responded that the Department intended to take those suggestions and present them to the constituents for review prior to moving forward.

### **Public Comment**

Sheriff Phelps asked if there was anyone in the audience that would like to address the COT concerning matters within its purview. Hearing none, he moved to the next item.

**Next Meeting**

Sheriff Phelps advised that the next meeting of the Committee on Training was scheduled for Thursday, December 9, 2010. The next meeting should be lengthy and additional information will be submitted to members.

**Adjournment**

A motion was made by Captain Terry to adjourn the meeting. The motion was seconded and was carried unanimously. The meeting was adjourned at 10:03 a.m.

Respectfully submitted,

Thomas E. Nowlin  
Recording Secretary

Approved:

\_\_\_\_\_  
The Honorable Charles W. Phelps  
Chair

\_\_\_\_\_  
Date

Attachment(s)